



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 17 1974	Application No. 74-464 Date Completed JAN 13 1975
3. AGENCY, Division, Subdivision & Administering Office Address Executive Counsel Office of the Governor 201 State Capitol		4. Person to Contact Wanda Davis	
		5. Working Title Legal Secretary	6. Tel. No. 656-1790

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series

1971 to date

9. Exact Series Title

Waivers of Extradition File

10. What is the function of the office in which this record series is created?
The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials and resignations and bonds of public officials.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: The responsibility of the Governor to receive and issue extraditions.

Included are: Waivers of extradition rights by persons arrested, transmittal letters and related documents.

File is arranged: Chronologically by date defendant signed waiver.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers	1	11/2	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	almost seldom-rare-none- 0			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [] [X]
- Record copy kept in court where waiver was signed.
14. Is there a duplication of this series in another office or agency? [X] []
- See Item 13.
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[X] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John M. ...</i>	<i>12/10/74</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<i>William L. ...</i>	<i>12 Dec 74</i>
	State Auditor/Designee [X] Approved [] Disapproved	<i>William M. ...</i>	<i>1-9-75</i>
	Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll ...</i>	<i>1-8-75</i>
STATE RECORDS COMMITTEE	Attorney General/Designee [X] Approved [] Disapproved	<i>John ...</i>	<i>1-10-75</i>